

BUILDING INSPECTION SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Building Inspection Supervisor exists is to supervise the work of staff involved in residential and commercial building inspection and provide technical support to Building Inspectors on complex problems and projects in the Inspection and Survey Services Division of the Planning and Development Department. This classification provides immediate supervision to a staff of Building Inspectors. Work is performed under the immediate supervision of the Building Inspection Manager. The Building Inspection Supervisor is distinguished from the Building Inspection Manager by the broader unit management responsibilities of the latter's position as opposed to the more immediate supervisory tasks of the former.

ESSENTIAL FUNCTIONS

Supervises Building Inspectors through personal observation, interaction and the QA process.

Performs field inspections when workload exceeds staffing levels. Approves work conforming to regulations; detects code violations and re-inspects to determine compliance; explains verbally or in writing violations and the corrections necessary.

Provides code interpretations and other essential information to contractors and the general public regarding building requirements and inspection procedures.

Prepares written reports related to inspections, workload, and field problems. Inputs data into PC or terminal and generates reports.

Responds to the more complex inspections to assist building inspector. Completes written performance evaluations of building inspectors, trains new inspectors, disciplines when necessary.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

All types of building construction, materials, methods and all phases where possible violations and defects may be discovered and corrected;

City building codes and ordinances;

Basic supervisory principles and practices.

Ability to:

Read and interpret plans and specifications accurately and compare them to work in progress; detect inferior materials and identify life safety violations;

communicate with contractors, the general public and subordinates in non-technical terms; prepare written reports on a PC or terminal;

establish and maintain effective working relationships with co-workers, supervisors, contractors, building owners, and the general public;

maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of training and experience equivalent to five years experience in building construction at the journeyman level in either plumbing, electrical, mechanical, or building construction including a minimum of three years experience as a municipal building inspector and a minimum of one year of supervisory experience. Must be ICBO Certified in at least 2 of the 4 code disciplines and be able to become certified in the remaining 2 within 1 year from hire. Must possess a valid Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified